

Overtime Lag Overview

The Fair Labor Standards Act (FLSA) establishes a minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

In Cardinal, approved salaried overtime and shift differential are systematically held for 14 calendar days after the FLSA period completion before being made available for payroll processing. This 14-day overtime lag is standard across all agencies.

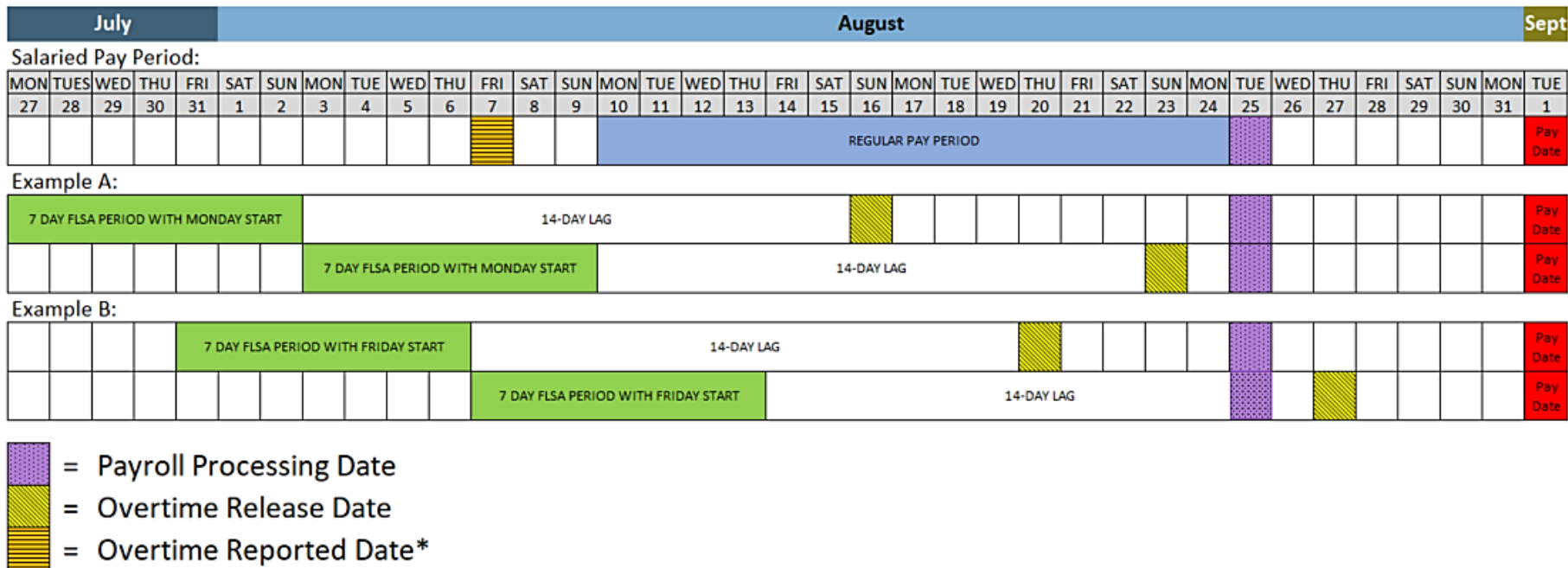
This overview job aid provides examples for overtime lag with key dates for both:

- One pay period
- Two pay periods



Time & Attendance Job Aid

TA372 Overtime Lag Overview



	Reports Time	Paid
Example A (one pay period lag)	Employee with FLSA period from Monday to Sunday reports overtime on 8/7/2020.	Employee is paid for the overtime on 9/1/2020.
Example B (two pay period lag)	Employee with FLSA period from Friday to Thursday reports overtime on 8/7/2020.	The overtime is not released for processing in time for the 8/25/2020 processing date, due to the 14-day lag period. As a result, the employee is not paid for the overtime on 9/1/2020, but instead will be paid for it on 9/16/2020.



Time & Attendance Job Aid

TA372 Overtime Lag Overview